

Minutes

Steering Committee Meeting

August 19, 2003

1:30 – 3:15

10 Hazen Drive, Directors Conference Room

Meeting called by:

Peter Croteau

Type of meeting:

Scheduled Periodic Meeting

Facilitator:

Dennis Roffman

Note taker:

Brian Smith

Attendees:

Linda Farrell – Dept. of Safety Business Office

Chuck DeGrace – OIT

Mary Kurkjian – Bearing Point

Rachel Henderson – Bearing Point

Glenn Ott – Bearing Point

Jim Bronson – OIT

Brian Smith – OIT

Peter Croteau – OIT

Dennis Roffman – OIT

Sheri Kelloway – DMV

Kirsten Hale – DMV

Tony Schaffer – Manchester

Joan Porter – Manchester

Pat Harte – Manchester

Agenda Topics

I. Schedule	Dennis Roffman
<ul style="list-style-type: none">Review of the schedule and brief description of project milestones.	
II. Recent Accomplishments	Dennis Roffman
<ul style="list-style-type: none">Bearing Point updates from DOS IT low level design review.Design for State portion only municipal agent transactions, release for ordered plates & decal issuance from inventory and user password change.SPOTS interface low level design.	
III. In Progress	Jim Bronson
<ul style="list-style-type: none">MAAP Physical Design (software development).DOS IT project plan. This project plan includes tasks to be completed by the DOS IT team and is a subset of the entire project plan.DOS IT Training plan. After discussion it is agreed that the training plan dates need to be moved to a present priority to ensure the helpdesk is adequately staffed and trained when the system is rolled out.	
IV. Technical Team Status	Jim Bronson
<ul style="list-style-type: none">DOS IT team is in construction of MAAP.Vendor/City MAAP interface meetings.Revised user requirements for printing registration documents with 2D barcode. The user requirements document is partially signed off.	
V. Implementation Team	Chuck DeGrace
<ul style="list-style-type: none">Timeline of team projects is available.Project plan has been reviewed and updated.Regular issues meeting have been scheduled.Rollout alternatives will be presented at the next steering committee meeting.	
VI. Business Issues	Dennis Roffman
<ul style="list-style-type: none">Review of a handout that details business issues. The issues are in two main categories. Issues that have an impact on Bearing Point's schedule and ones that do not have an impact on Bearing Point's schedule. Five out of nine of the issues that have an impact on Bearing Point currently have requirements defined. The remaining four issues need to be analyzed to determine the degree of schedule impact.	
VII. Project Contract & Funding	Dennis Roffman

- Amendment F has been approved.
- Funding looks to be secured for the present work through implementation for current design. Funding is not secured for change orders.

Next Meeting: September 16, 2003 at 10 Hazen Drive, 1:30